




**DISTRICT OF COLUMBIA
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
WORKFORCE IMPLEMENTATION GUIDANCE LETTER (WIGL)**

DATE: November 22, 2016

NO: DC-WIGL-2016-002

TO: LOCAL WORKFORCE DEVELOPMENT SYSTEM STAKEHOLDERS
AMERICAN JOB CENTERS
WIOA YOUTH SERVICE PROVIDERS
WIOA ELIGIBLE TRAINING PROVIDERS
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)
DEPARTMENT ON DISABILITY SERVICES (DDS)
DEPARTMENT OF HUMAN SERVICES (DHS)
DEPUTY MAYOR FOR GREATER ECONOMIC OPPORTUNITY (DMGEO)
DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT (DMPED)
DEPUTY MAYOR FOR EDUCATION (DME)

FROM: ODIE DONALD II 
Executive Director, Workforce Investment Council (WIC)

SUBJECT: TECHNICAL ASSISTANCE

1. Purpose.

To announce Workforce System Technical Assistance Calls. The Workforce Investment Council (WIC) will host bi-monthly calls to provide guidance and technical assistance, along with pertinent updates on activities and happenings impacting the DC workforce system.

2. References.

DC WIOA Unified State Plan
District of Columbia Workforce Investment Council Policy Manual
DC-WIGL-2016-001-Establishment of WIGL Process
All Policy Guidance to be housed at <http://dcworks.dc.gov>

3. Definitions.

WIGL – Workforce Implementation Guidance Letter
WIC – District of Columbia Workforce Investment Council



DOES – District of Columbia Department of Employment Services

AJC – American Job Center

LWDA – Local Workforce Development Area

LWDB – Local Workforce Development Board (the DCWIC)

WIA – Workforce Investment Act

WIOA – Workforce Innovation and Opportunity Act

USDOL – United States Department of Labor

R – Revised. When updates are made to WIGL letters, the R will show a revision and its revision number if multiple revisions are made.

4. Background.

In order to provide guidance and technical assistance on relevant WIOA topics to all stakeholders of the District of Columbia's public workforce system, the WIC is instituting a regular Technical Assistance Call. The purpose of the call is to provide updates and highlight key topics.

5. Guidance.

The WIC Technical Assistance calls will be held bi-monthly. A calendar of the call dates and times will be posted on the WIC website at <http://dcworks.dc.gov>.

Technical Assistance calls are intended for staff directly involved with workforce system activities including operation of the WIOA One Stop system, performance reporting, activity by Eligible Training Providers, and the implementation of WIC policies and WIOA law. Calls are intended for senior level management, mid-level management, front line supervisors and front line staff as deemed appropriate.

The call format will include an introduction by the call leader, delivery of content, and then Q&A. Previously submitted questions will be answered on the call. WIC will not address additional questions directly, but will provide answers during the call recap.

An announcement of each call with materials to be presented will be disseminated via email to the full WIGL distribution list as outlined in DC-WIGL-2016-001-Establishment of WIGLProcess.

6. Action Requested.

All stakeholders are invited to participate in the Technical Assistance Calls regularly to receive guidance and technical assistance from the WIC staff. Stakeholders that are interested in signing up to receive announcements for the Technical Assistance Calls should follow the registration process for receiving WIGLs as outlined in DC-WIGL-2016-001-Establishment of WIGL Process.



7. **Inquiries.**

Inquiries regarding this guidance should be directed to:

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8. **Expiration.**

Continuing.